



Home



Users



Competencies



Learning



Content



Commerce



System Admin



References



Reports

Search:

Go ▶



Search Results



Amy M Abed

AMYMABED



Picture:

[Edit](#)***Domain:** Store #137 (RTL-BB-WEST-D2-**Primary Supervisor:** Abed, Raya M (RAYAMABED)**First Name:** Amy**Last Name:** Abed**Job Code:****Organization:*****Role:** (System Default User Role)**Emp Type:****Actions**[View All](#)[Bookmark](#)[Registration Assi...](#)[Assign Learning ...](#)[Send Notification](#)[Launch Proxy](#)[View User's Tale...](#)[Manage Alternat...](#)[Reset User Pin](#)

Learning Needs Management

Work with user records.



Learning Needs Management: The User Record

SuccessFactors Learning is centered on the user and gives you, as the administrator, the ability to identify the training that users have successfully accomplished, need to accomplish, or are in the process of completing.

Admin Tools > Learning > Learning Administration > Users

1 User Main Concepts

A user is any person in your organization for whom past, present, and future learning records must be tracked. A user may be an employee or a contractor.

Users have access, via the SuccessFactors Learning application, to view their training information. Supervisors may also view their subordinates' training information.

2 Core Area

The **Core** area contains the basic information of the user record, including the user's name, position, email, organization, supervisor, and job code.

3 Related Area

The **Related** area contains additional information regarding the user. It lists the items that you, as the administrator, will use most frequently when interacting with the user record. These include the user's Learning Plan, Learning History, and Curricula.

4 Actions Area

The **Actions** area of the user record contains links to additional actions that can be taken on the record, including Bookmark, Registration Assistant, Assign Learning Needs, Send Notification, Launch Proxy, etc.

The screenshot displays the SuccessFactors Learning Administration interface. The top navigation bar includes 'Home', 'Users', 'Competencies', 'Learning', 'Content', 'Commerce', and 'System Admin'. The 'Users' tab is selected. A search bar with the text 'Keywords or Command' is visible. The main content area shows the user record for 'Marcus Q Hoff' (mhoff1). The record is divided into two sections: 'Core' and 'Related'. The 'Core' section contains fields for 'First Name', 'Last Name', 'Job Code', 'Organization', 'Role', 'Emp Type', 'Domain', 'Primary Supervisor', and 'Job Location'. The 'Related' section contains a table of learning items. The 'Actions' area on the right includes links for 'Bookmark', 'Registration Assistant', 'Assign Learning Needs', 'Send Notification', 'Launch Proxy', 'View User's Tale...', 'Manage Alternat...', and 'Reset User Pin'.

Item Title	As...	Learning Information	Remove
American Sign Language	Marcu...	Required Date: MM/DD/YYYY Days Rem: Curriculum: Origin: Self-Assigned Assigned: 9/9/2013	<input type="checkbox"/>
Anti-Discrimination Policy w/Exam	Frank ...	Required Date: 6/24/2013 Days Rem: -127 Curriculum: Origin: Directly Assign... Assigned: 1/26/2012	<input type="checkbox"/>
Basic Accounting	Carla ...	Required Date: 7/19/2013 Days Rem: -102 Curriculum: Origin: Supervisor Ass... Assigned: 6/10/2013	<input type="checkbox"/>

The User Record: Step by Step

Working with Users' Records

Admin Tools > Learning > Learning Administration > Users

- 1 In the **Core** area of a user's record, you can edit the information displayed by either clicking in a field and entering text or selecting a reference value from a drop-down menu (depending on the field type). You can also view and enter additional information by clicking the **View All** link.
- 2 You can edit the employee's Job Location by clicking on that field. To add a new Job Location area, if it is not listed in the drop-down menu, click the **+** icon. Here you can enter the **Job Location ID** and click **Add** to enter the location information.
- 3 Click **Save** to apply the changes.
- 4 To view and edit related information, click on a subject in the **Related** column. The details will be displayed on the right.
- 5 **Learning History** provides a transcript of all the items a user has ever taken. Each record includes the completion status, completion date and time, and any other details entered when the learning event was recorded, as well as file attachments associated with the learning event.
- 6 **Curricula** displays the status and details of each assigned curriculum, including completion status and curriculum requirements, if any. You can assign a curriculum to the user here.
- 7 **Competency Profiles** is used to associate a user with one or more competency profiles. Once associated, the system adds all of the competencies that are associated with that competency profile to the user's Competencies tab.
- 8 **Competencies** lists all of the user's assigned competencies, regardless of how they were assigned (either through a competency profile or as free-floating competencies).
- 9 **External Requests** is used to add, edit, approve, and withdraw the user's External Requests.
- 10 **Assignment Profiles** is used to review all of the assignment profiles that a user belongs to.
- 11 To access related information that you use less frequently, click **More**.
- 12 In the **Actions** area, you can click the links to take additional action on the user's record. Click **View All** to expand the list of all possible actions that can be taken.

Learning Administration Test Admin (admin2) Check System successfactors An SAP Company

Home Users Competencies Learning Content Commerce System Admin References Reports

Search: Enter Keywords or Command Go

Search Results

Marcus Q Hoff mhoff1

Picture: Edit

First Name: Marcus

Last Name: Hoff

Job Code: Vice President (VP)

Organization: Industry (IND)

Role: (System Default User Role)

Emp Type: (System Default Employee)

Primary Supervisor: Grant, Carla (cgrant1)

Job Location: +

View All

Save Cancel

Related More Learning Plan View Needs Sort By Item

Learning History

Curricula

Competency Profiles

External Requests

Assignment Profiles

Learning Information

Remove

Select All

Required Date: MM/DD/YYYY

Days Rem: -127

Curriculum: Anti-Discrimination Policy w/Exam

Origin: Self-Assigned

Assigned: 9/9/2013

Compl Date:

Failure Date:

Required Date: 6/24/2013

Days Rem: -102

Curriculum: Basic Accounting

Origin: Directly Assign...

Assigned: 1/26/2012

Compl Date:

Failure Date:

Required Date: 7/19/2013

Days Rem: -102

Curriculum: Sunandee Acc

Origin: Sunandee Acc

Assigned: 6/10/2013

Actions View All

Bookmark

Registration Assi...

Assign Learning ...

Send Notification

Launch Proxy

View User's Tale...

Manage Alternat...

Reset User Pin

Learning Needs Management: Adding Users to SuccessFactors Learning

Users may be added to SuccessFactors Learning manually by an administrator or automatically through a Human Resource System (HRS), possibly using the Connectors tool.

If new user records are entered manually, follow your organization's business rules, or establish a naming convention for "User IDs" to maintain consistency and usability. SuccessFactors Learning requires that each user record contain a unique "User ID". The user ID is used as the login ID for SuccessFactors Learning.

Admin Tools > Learning > Learning Administration > Users > Add New

- 1 To manually add a new user to the system, click the **Add User** link within Learning Administration.
- 2 The Users pop-up window displays. Enter the user's information in the fields provided. All fields with a red asterisk are required and must be completed when adding new records.
- 3 All user records are assigned to a **domain**. The domain is a way to show administrative ownership and determines which administrators will manage the user record. If the user's record is assigned to the "Public" (or Default) domain, the record will be editable by all administrators given the right to edit any user records in the system. When adding user records to SuccessFactors Learning, always specify the domain to which the user record should belong.
- 4 When done, click the **Add** button.

NOTE: All fields indicated with a red asterisk are required and must be completed when adding records.

The screenshot shows the 'Add New User Information' form in the SuccessFactors Learning Administration interface. The form is titled 'Users' and has a sub-header 'Add New User Information'. It includes a search bar and a 'Check System' button. The form is divided into several sections: Security, Personal, Organization, and Employment. The Security section contains fields for User ID (required), Active (checkbox), Domain (dropdown, currently set to PUBLIC), and Role (dropdown, currently set to (System Default User Role)). The Personal section contains fields for Last, First, and MI. The Organization section contains fields for Organization and Supervisor. The Employment section contains fields for Job Title, Job Code, Job Location, and Emp Type. The form also includes an 'Upload Picture File' button and a 'Browse...' button. The form is annotated with numbered callouts: 1 points to the 'Add New' link, 2 points to the 'User ID' field, 3 points to the 'Domain' dropdown, and 4 points to the 'Add' button.